

(TERMS OF REFERENCE)

“Implementation of Inclusive Growth of Madhubani Painting in Bihar project– for 250 women in Madhubani Painting at District Madhubani in the state of Bihar. (Phase II)”

Project Title	“Implementation of Inclusive Growth of Madhubani Painting in Bihar project– for 250 women in Madhubani Painting at District Madhubani in the state of Bihar. (Phase II)”
Project locations	District Madhubani in the state of Bihar,India.
Objectives of the Implementation Agency	Promoting the preservation of art and culture in Madhubani, Bihar, India, and is working as implementing agency for CSR activities under Powergrid Corporation of India’s CSR Phase II,
Estimated cost of project	INR 37,76,000 (Excluding applicable taxes)

Eligibility Criteria for Application:

1. The registered implementation agency must be registered in India as a legal entity and have a strong network of resource persons in the project locations.
2. The Agency must be located/registered/ has its headquarters in Madhubani/North Bihar,
3. Agencies/organization should be in existence for more than 5 years;
4. Should have at least three years’ experience/proven track record in implementation of multi-sectoral CSR projects/development projects in India for Govt. agencies /CPSEs/Corporate Sector;
5. Cumulative value of development projects related to promotion of art & handicrafts including training projects implemented by the bidder should be 10 Lakhs or above in the last five years;
6. Should not have been blacklisted by any PSU/Corporate/Government Agency or department;
7. Should not have any legal matter/dispute pending in any court of India regarding mismanagement of funds etc. An self declaration should be submitted.
8. Registration with GST is mandatory for all bidding agencies. No consortium is allowed.

9. Must be registered under CSR-1 of the Ministry of Corporate Affairs/Govt. of India.

Mandatory Documents Required:

The following documents are required to be submitted mandatorily by the organization:

1. Registration Certificate
2. Address Proof of Registered Office
3. Audited Accounts of last three years
4. Acknowledgement of Income Tax Return along with IT Return filed (Last three years)
5. Pan Card Copy
6. Annual Reports / Work Profile of last 3 years, indicating client base etc.
7. Documents in support of handling similar kind of project/s in the past
8. Copy of the work order of the PSU or Corporate for the projects worth 10 Lakhs or more related to promotion of art & handicrafts including training projects, in the last five years.
9. Self-declaration stating that the organization is not blacklisted by any corporate/PSU/Government Department etc
10. Tax exemption certificate like 80G, if any.

Selection Process:

The eligible organizations will be evaluated on the basis of their experience and capacity to handle the project effectively. Shortlisted organizations after evaluation of proposal will be again shortlisted and the work will be awarded to anyone of them with a minimum quotation (L1)

Last Date of Application:

Last date of application is **17th October, 2022 by 11:59 p.m.**

Scope of the Assignment:

- Promoting the preservation of art and culture in Madhubani, Bihar, India,
- Working as implementing agency for CSR activities of Powergrid Corporation of India's CSR project

Expected Activities/Outcomes

S.No	Expected Outcomes	Measurable Indicators
1.	Re-gathering and Organizing already trained artists (250 nos.) in first phase and conduct assessment of their knowledge and skills on Madhubani Painting	Conduct Recognition of Prior Learning (RPL) test as per assessment criterion followed by NSDC

2.	Organizing Integrated Design & Development workshop of Madhubani Paintings	One design and development workshop conducted and at least 5 different products developed out of Madhubani Paintings
3.	Design and Development workshop of Handicraft products	The curriculum of the workshop has to be approved by IICA before commencement of workshop, on the guidelines issued by DC Handicraft (Ministry of Textile, Govt. of India) for Design & Development of handicrafts.
4.	Organizing trained artists among Producer company/Organization	At least 1(one) Off Farm Producer Companies/Organization formed for trained women artists in five blocks of Madhubani following the guidelines issued by Ministry of Corporate Affairs under Section 465(1) of the Companies Act, 2013 or 581(C) of the Companies Act 1956
5.	Participation in market fairs for market exposure	Participation of Producer Companies at least 3 market fairs organized by Govt. agencies. The guidelines of DC Handicraft Ministry of Textiles, Govt. of India or Ministry of Rural Development, Govt. of India or any other Govt. agency has to be followed.
6.	Local availability of raw materials and equipment for Madhubani Painting	One raw material bank established in Madhubani for raw material and equipment availability to artisans. The list of articles and their quantity in the Raw material bank has to be approved by IICA.
7.	Market linkages for Madhubani Painting products	<ul style="list-style-type: none"> • Availability of insured of Madhubani painting on at least 3 ecommerce portals such as amazon, flipkart, Meeshoo etc. • Listing of Madhubani Painting products on Government E marketplace (GEM) for selling. • At least one purchase order of Madhubani painting products from offline market produced.

Period of Contract:

Contract will be signed with the selected bidder for a period of 12 months. This may be extended if IICA decides on contract extension. Only IICA will have the authority to take necessary decision in this regard.

Right to use the content/documentation related to project:

Content / modules / material developed for this project will be used by IICA even after completion of the contract period. IICA shall possess all rights to use and modify the Content / modules / material.

Obligations of the Selected Bidder:

Selected Bidders expected to do following activities:

- Preparation of Inception Report.
- Preparing Project Execution Strategy.
- Depute a Senior coordinator to look after the implementation of projects;
- Overall management of the project execution
- Coordination with IICA
- Submission of reports on timely/ as desired by IICA.
- The selected bidder shall not assign or sub-let the contract or any substantial part thereof to any other agency without the written permission of IICA.
- Bidder will be responsible for getting any required approvals from respective state governments for successful execution of the project.
- IICA will issue necessary orders, letters, circulars and conduct review meeting, if needed, to monitor the overall progress of the project. Payment will be released against the invoices raised by the selected bidder as per the framework.

General Instructions for Proposal Submission:

In case, if the owner / proprietor of the proposer's agency is deputing his representative for communicating and interacting with IICA, then the deputed representative will have to be present with an authorization letter from the authorized signatory of the proposer.

Pre-bid Clarifications:

- Any prospective proposer thereof may, in writing, seek clarifications from the Nodal Officer in respect of the bidding documents as per the RFP schedule.
- A pre-bid meeting may also be conducted by IICA (if required) as per the RFP schedule on 7th October 2022, to clarify doubts of potential proposers in respect of the Bid.
For this, the bidders must submit their queries in writing by 6th October 2022 to Mr. Mukesh Kumar, Head Centre for E2E in CSR, IICA vide email id mukesh.kumar@iica.in

Changes in the Bidding Document:

At any time, prior to the deadline for submission of Bids, the Nodal Officer may for any reason, whether on its own initiative or as a result of a request for clarification by a Proposer, modify the bidding document by issuing an addendum in accordance with the Provisions below:-

- In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the Nodal Officer shall publish such modification or clarification in the same manner as the publication of the initial bidding document. In case, a clarification or modification is issued to the bidding document, the Nodal Officer may, prior to the last date for submission of Bids, extend such time limit in order to allow the proposers sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- Any proposer, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the Nodal Officer.

Preparation of Proposal / Bid:

- The proposer shall prepare the Proposal / Bid Document including all the details / annexure in the manner as specified in the RFP. The bid shall be typed or written in ink and all its pages / annexure shall be signed by the signing authority of the proposer, in token of acceptance of all the terms and conditions of the bidding documents.
- Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

Cost & Language of Bidding:

The Proposer shall bear all costs associated with the preparation and submission of its Bid. Nodal Officer shall not be responsible or liable for any costs, regardless of the conductor outcome of the bidding process. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Proposer and the Nodal Officer, shall be written only in English Language.

Selection of Bids:

Selection of eligible bid will done on the basis of L1 basis provided the bidders have met the eligibility criteria listed in the RFP

The proposers meeting all the eligibility criteria and other conditions as stated in the RFP shall be considered for Technical Evaluation. Subsequently the financial bid of all the technically qualified proposers shall only be opened.

Technical Evaluation Criteria:

Parameter	Criteria	Max. Marks(100)	Documents Required
Type of the Proposer (Max. Marks–15)	The proposer must be a Not-For-profit (Company (Section 25/8) / Society /Trust registered in India) which is in existence for at least last 3 years, as on date of bid submission.	15	Memorandum of Association and Articles of Association
Total Financial turnover in last 5 years (Max. Marks–15)	Total turnover of the proposer must be at least Rs.10 Lakh from the project including training related to promotion of Handicrafts (during the last five financial years)	15	CA Certificate with CA's Registration Number/Seal

Experience in Executing similar projects (Max. Marks–25)	At least of 5 years	25	Related work orders/ MOUs / letter of intent /Sanction orders/ Completion certificate
Infrastructure/ Registered Office in Madhubani/North Bihar	Own Infrastructure (20 Marks) Hired Infrastructure (15 Marks)	20/15	Necessary declaration and details of the facility
Subject Matter specialists/experts of proposed Implementation team of at least 5 years of experience (Max 25 Marks)	<ul style="list-style-type: none"> • 1-5 on payroll/Board and 10 to15 empanelled experts (Marks 10); • 5- 7 on payroll/Board and more than 15 to 20 empanelled experts (Marks 15); • More than on 8 payroll/Board and more than 20 empanelled experts (Marks 25) 	10/15/25	CVs of the resource person along with proof of their engagement

Evaluation of Financial Bids

The financial bids of only technically qualified proposers would be opened.

Subject to the provisions of Acceptance of successful Bid and Award of Contract, IICA shall take following actions for evaluation of financial bids:-

- The financial bids of the proposers who qualified in technical evaluation shall be opened at the notified time, date and place by the bid evaluation committee
- The names of the proposers, the rates given by them and conditions put, if any, shall be readout and recorded;
- All the bids, not submitted as per the requirements mentioned in the bidding document, shall be rejected.

Disqualification of Bids

IICA shall exclude or disqualify a bid, if: -

- the information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- the information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- the proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- the bid materially departs from the requirements specified in the bidding document or it contains false information;
- the proposer, submitting the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of IICA, a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
- a proposer, in the opinion of the Nodal Officer, has a conflict of interest materially affecting fair competition.
- A bid shall be excluded/ disqualified by IICA as soon as the cause for its exclusion/ disqualification is discovered. The decision to disqualify a bid shall be communicated to the concerned proposer in writing and is published on the IICA website.

Execution of agreement

- A service contract agreement shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the proposer.
- The successful proposer shall sign the service contract agreement within 30 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful proposer.
- If the proposer, whose bid has been accepted, fails to sign a written service contract agreement within specified period, the Nodal Officer shall take action against the successful proposer as per the provisions of the bidding document and Act. The Nodal Officer may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous proposer to the next lowest or most advantageous proposer, in accordance with the criteria and procedures set out in the bidding document.
- The proposer will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased in the name of Indian Institute of Corporate Affairs from Haryana only.

Confidentiality

The IICA shall treat all communications with proposers related to the procurement process in such manner as to avoid their disclosure to competing proposers or to any other person not authorized to have access to such information. IICA may impose on proposers for fulfilling the terms and conditions of the contract, aimed at protecting information, the disclosure of which, is likely to violates / impede enforcement of any law.

Taxes & Duties

Applicable taxes shall be paid extra. The bidder has to however specify the applicable taxes separately in the financial bid. All duties, license fee and levies shall be excluding in the bid price. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.

Extension In delivery Period and Liquidated Damages (LD)

The time specified for service delivery in the bidding document shall be deemed to be the essence of the contract and the selected Partner shall arrange services within the specified period. If the delay in the delivery of services is on account of hindrances beyond the control of the selected Partner, the selected Partner shall request in writing to the Nodal Officer, giving reasons for extending the delivery period of service, if it finds itself unable to complete the service within the stipulated delivery period or is unable to maintain prorated progress in the service delivery. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of service after which such request shall not be entertained.

A penalty of Rs. 5,000/- per fortnight subject to maximum of 10% of the bid amount shall be levied upon for the period for delay considered due to non performance of the agency.

Termination of Contract

IICA may, terminate the contract in whole or in part, by a written notice within 30 days, in case, if -

- The selected Partner commits breach of any condition of the contract.
- The selected Partner fails to deliver any or all service/s within the time period specified in the contract, or any extension thereof granted by IICA.
- The selected Partner fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof.
- The selected Partner is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
- The selected Partner does not respond to any notice or the reply is not satisfactory.
- The selected Training Partner has to make the request for payment, in writing, to IICA. Request for payment should be accompanied with the necessary documents (in Triplicate), describing, as appropriate, the services performed and the fulfillment of all the obligations stipulated in the Contract.
- Due payments shall be made by IICA, immediately after; submission of an invoice and request for payment by the selected Partner and IICA has accepted it.
- In case of disputed services, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- A penalty of Rs. 5,000/- per day subject to maximum of 10% of the bid amount shall be levied upon for the period for delay considered due to non-performance of the agency.

Taxes, as applicable, will be deducted / paid as per the prevalent rules and regulations **Appendix I**

(Technical & Financial Proposal Forms) : Index

S No.	Form No.	Title
1	ANNEXURE-1	Particulars of doubts in case, need clarification
2	ANNEXURE-2	Details of Institution
3	ANNEXURE-3	Financial Capacity of the Applicant
4	ANNEXURE-4	Institution's Key Personnel
5	ANNEXURE-5	Eligible assignments of the applicant
6	ANNEXURE-6	Applicant's Own Field Offices
7	ANNEXURE-7	<u>Price Bid</u>

ANNEXURE-1

To be filled by the proposer, in case, need clarification

Name of the Institute /Organization:

Details of the CEO/Head or Person(s) Representing the NGO/

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Query/Clarification Sought:

S. No.	RFP Page No.	RFP Rule No.	RFP Rule details (In brief)	Query/Suggestion/Clarification

ANNEXURE-2
DETAILS OF THE PROPOSER

To be submitted by the proposer on the Letterhead

1. Name:
2. Address of the registered office:
3. Headquarters, and its branch office(s), if any in India:
4. Legal Status:
5. Registration No., date and place of registration.
6. PAN Card No.
7. Details of individual (s) who will serve as the key person for communication with IICA
Name
Designation
Address
Telephone Number E-Mail Address
Fax Number Mobile Number
8. Details of Authorized signatory of the Applicant: Name
Designation Address
Telephone Number E-Mail Address
Fax Number Mobile Number
9. Geographical Area of Operation:
10. Brief description of the Applicant including details of its main activities and proposed role and responsibilities in this assignment.(Maximum 500 words)

.....
.....
.....

Note: Copies of all documents should be appended in the same order as mentioned above. All the documents should be duly certified by the Authorized Signatory.

Date: __

Place: _

Name of the Proposer:-
Authorized Signatory:-
Seal of the Organization

ANNEXURE-3

To be submitted by the proposer on the Letterhead of CA

Financial Capacity of the Applicant

S. No.	Financial Year	Annual Revenue (In Rs)
1	2018-2019	
2	2019-2020	
3	2021-2022	

Certificate from the Chartered Accountant

This is to certify that has received the payments shown above against the respective years on account of professional fees

Name of the audit firm:

Seal of the audit firm Date

(Signature, name and designation of the authorised signatory)

ANNEXURE-5

To be filled with abstract of eligible assignments of the applicant

S No	Name of Project	Name of Client and Address	Name and Telephone no. of Client Representative	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy) (for ongoing assignments provide estimated end date)	Value of Project (excluding tax)	Sector of Project
1							
2							
3							

ANNEXURE-6

To be filled with Details of Applicant's Own Field Offices

S. No.	State/UTs	City	Address of Field Office
1			
2			
3			
4			
5			

Annexure-7

Price Bid Format

CLOSING DATE: 17.10.2022 & TIME: 11:59 PM (IST)

S.No	Particulars	Amount in Words	Amount in Rs.
1	Implementation of Inclusive Growth of Madhubani Painting in Bihar project– for 250 women in Madhubani Painting at District Madhubani in the state of Bihar		

GST Extra @ _____%

Notes:

- 1) L1 Selection Criteria: L1 will be decided based on Lowest Price Quoted for the project after qualifying Technical Evaluation.
- 2) Unit rate shall be quoted without GST.
- 3) Over writing shall be avoided. Over writing price may lead to cancellation of bid.

Signature of Authorized person:

Company name:

Stamp of company: